

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, JANUARY 6, 2020
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Yeargin called the meeting to order at 6:02p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Late Arrival), Councilmember Charl Jones, Councilmember Hope Love, Councilmember Lamar Maxwell (Absent), Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gloria Sistrunk, Councilmember Reveral Yeargin

Staff: C. Reginald Bagley, Acting Director of Economic Development, Dashaun N. Lanham, City Clerk, Sharron Lipford, Director of Public Engagement, Jeannelle Wallace, Chief Operating Officer

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by C. Reginald Bagley, Acting Director of Economic Development

1.1.4. Approval of Agenda

It was motioned by Councilmember Sistrunk and seconded by Councilmember Jones to approve the agenda. The motion carried and was approved by the Council.

2. PRESENTATIONS:

- None

3. REPORTS:

3.1. Mayor's Report

- Mayor Grant greeted the City Council, staff and residents of Seat Pleasant. Mayor Grant stated that the lord has brought us through 2019 and he will continue to keep each person in prayer.
- Mayor Grant stated that in 2017, Councilmember Love was barely able to get around, but at the conference in 2019 we could barely keep up with her.
- Mayor Grant stated that he monitors social media and seen Councilmember Jones post that some of the residents have made the transitioned.

- Councilmember Jones grew up in Seat Pleasant and she knows the residents within her ward.
- Mayor Grant thanked the City Council for the work that has been done in the last year and the Council Committee Meetings they have been having.
- Mayor Grant stated that he has been involved in the government for 30 years and he has not seen so many council committee meetings. The legislation has been pieces of legislation of substance and some are not received well.
- Mayor Grant stated that he was interviewed by the Washington Post last year, and the topic for discussion was the legislation on security gates.
- Mayor Grant stated that he asked her off the record and when she sees all the security gates, what are your thoughts? She stated crime and he said if you were an investor would you want to invest in a community that appears to be crime ridden. She moved onto the next questions.
- Mayor Grant stated that when you are a resident and doing porch politics and you cannot attract very many establishments except for the ones we have. The residents do not want the same type establishments.
- Mayor Grant stated that Jack Johnson moniker was livable communities. The residents are unaware that the County spends over one million dollars per year to collect liter.
- We are trying to attract a nice restaurant in the community that the residents can walk to.
- The Council has approved legislation of substances to improve the condition of our community.
- We had a former state delegate that stated that she cannot assist the city until we they stop fighting.
- Mayor Grant stated that they no longer happen in Seat Pleasant.
- Mayor Grant stated that Shivers was accused of being the Mayor's yes person, and they did not know that two of them would disagree upstairs but remained professional in the eyes of the community.
- Mayor Grant stated that Councilmember Sistrunk will always questioned him about the money.
- Mayor Grant stated that the General Assembly begins on Wednesday, January 8, 2020 and the primary focus will be education.
- Mayor Grant stated that the city had submitted a bond bill to request support of the temporary site. The targeted date to move into City Hall is June and Economic Development, Public Engagement and the Council Office will not be moving back to City Hall.

- Mayor Grant stated that his office will still be on the premises. His office will be a high-tech office and he still uses paper, but none of his staff can come into the meeting with paper.
- Mayor Grant stated that the County Executive has been to Seat Pleasant four times and she has not been to some of the other municipalities.
- Mayor Grant stated that several the residents have been complaining about Bates Trucking. He met with the Acting Director of Public Works regarding the concerns and wanted to meet with Waste Management.
- Mayor Grant told him not to waste his time with meeting with them due to the cost. He did not inform Mayor Grant of the quote, but it was higher than price we are currently paying. The companies started together, and they branched off on their own.
- Mayor Grant stated that he has them on video, as do Sistrunk and Jones. However, Councilmember Jones stated that they had come back to rectify the concerns on the video. Any company that we choose should be requested for them not to tear up the trash receptacle and leave more trash than they picked up.
- Councilmember McCarthy stated that we need to talk to the Government Affairs person to request that our contract not allow day labors.
- Mayor Grant stated that we are now waiting on the President of the company to meet with the city. We are no longer under contract with them and we need to be mindful in our approach.
- Councilmember Jones stated that she has monitored Bates on her off days and sometimes they do good and other times it is a problem.
- Mayor Grant stated that they are really looking over the contracts. The residents need to understand that we cannot snap our fingers to get things done. We are recording the complaint and we go back and do our research and investigate. Mayor Grant stated that we have the data to show.
- Mayor Grant stated that he had increased the taxes in 2005 to support the police department.
- Mayor Grant stated that they implemented left wheel to the curb. We implemented laws to ensure safety for the residents.
- Mayor Grant stated that we had completed the Strategic Plan and we need to the City Council to approve it by next week.
- Mayor Grant offered congratulations to Ashante Shivers as the starting guard for the Jaguars.
- Mayor Grant stated that we want to highlight the positive things in the community.

- Mayor Grant stated that June is the timeline for the move into the renovated city hall. We had a few setbacks and the county stated that we had to do re-barring in both buildings. The initial delay was the previous chief and former councilmembers. USDA was told to proceed with caution, and we provided them with every document within 24 hours. We are the first municipality in Prince George's County to receive the funding from USDA. When USDA requests documents, they have thirty days to respond and they had taken 60, 90 and 120 days before they would respond.
- Mayor Grant stated the city's 90th Anniversary will be in 2021. We will have a lot of cuts in the next budget and we need to plan this event. There will be a Gala planned to be held at the Camelot.

3.2. Chief Operating Officer

- Mrs. Wallace stated Mrs. Wallace greeted the Mayor, Council, residents and staff.
- Mrs. Wallace stated that the synopsis report of the 2nd Quarter reports are as follows:
- Chief Operating Officer/Administration
- Reporting Period Objectives:
- Improve the city's financial sustainability through ensuring invoices are paid on time
- Directing public works to issue invoices for maintenance and abatement on private property
- Update of city-wide inventory to ensure that the operations division is aware of when repair, replacement, or surplus is required
- Update of the city's vacant property to ensure fees are collected timely, and encourage occupancy and maintenance as required by the city code which increases property values and property taxes
- Objective Outcomes To-Date:
- City spent 66% less for electronic devices compared to Fiscal Year 2018 due to investments made which according to Apple, the city should not have to replace the devices for the next 3-5 years barring no unforeseen circumstances including loss or neglect
- Approving new vehicle lease for public works and public safety should reduce the city's capital outlay for expenditures in this category by 90% due to the projection of life expectancy over the next 5-7 years.
- At the six-month interval, the department has spent 44.42% of its annual budget
- Objective Challenges:

- Getting departmental reports submitted timely
- Establishing a light duty policy concerning compensable workmen's compensation
- No real control over property vacancy
- Projection of hardware costs related to return to the renovated City Hall
- Goals for the next Quarter:
- Training for Operations, Finance, and City Clerk departments on NetSuite
- City Clerk
- Reporting Period Objectives:
- Create a Smart City-The object for the reporting period is to provide continual support to the government for the legislative and executive branches by following the mandates of the City Charter, under the direction of the Mayor and Chief Operating Officer
- Developing the City Council meeting agendas and legislation proposed and/or recommended by the City Council or Executive Team
- As the Public Information Officer, responsible for directing and responding to Public Information Act Requests on behalf of the City
- Objective Outcomes To-Date:
- Prepared and attend ten meetings of the City Council
- Prepared 3 Ordinances and 2 Resolutions
- Prepared and received approval for all council meeting minutes during the quarter
- Implemented the JustFoia System that tracks the Public Information Act Requests which assigns a tracking number that is sent to the requestor by email. The system provides updates as information is entered into the system; there were 8 requests during the quarter and 9 requests that were completed following detailed research
- Assisted the Finance Department with tracking, mailing and receipts of Personal Property Tax Billings in the amount of \$1,092,986.00. As of December 1, 2019, the City has received \$841,334.50 of the total amount owed.
- Objective Challenges:
- None experienced during the quarter.
- Goals for the next Quarter:
- The City Clerk will be preparing for the upcoming Election in the next quarter to include advertising and meeting with the Board of Supervisors of Elections for Seat Pleasant.

- The City Clerk anticipates the standard two meeting per month for the City Council
- Work with the Department Directors for proposed legislation for the City Council consideration
- Economic Development
- Reporting Period Objectives:
- Produce and review submissions for RFP and RFQ for the ACT Village Project
- Develop and implement a process for evaluating the bids for the ACT Village Project
- Provide ongoing leadership and coordination for the City Hall and Public Works Building Construction Project
- Developed NCC General Codes
- Completed application for CDBG PR 46 Grant
- Completed two Christmas in April Applications for residents in Ward 1
- Objective Outcomes To-Date:
- Developers selected for the ACT Village Project
- Achieved 98% compliance with new security gate requirements
- Awarded grants for two housing projects in the amount of \$150,000
- Objective Challenges:
- Received push back from the businesses in read to having the correct gates
- Receiving documents/data from various vendors for rectification
- Finance Department
- Objectives Outcomes To-Date:
- To obtain Budget for Outcome training for new staff members
- Continue completing documents required by the Auditors for the FY 2019 Audit to include but not limited to payroll journal entries, prepare reports for sample journal entries requested by auditing firm, Industrial Bank fund reports, submissions of budget ordinances and council meeting minutes; USDA expenditure and reimbursement report, and requests from the previous auditors on deferred revenues, accounts payables, amount due from other governments and salary accruals.
- Objective Challenges
- Revenues are trending downward from what was projected;
- Gap exists in the funding of the Smart Coty Project due to delays from USDA approvals
- Goals for the Next Quarter:
- Prepare a budget amendment to the City Council

- Human Resources
- Objectives:
 - Handle and maintain all records and processes for (4) new hires, one (1) re-hire and (1) termination during the quarter
 - Attended the Worker's Compensation Insurance audit to ensure that the premium was assessed properly and accurately based on projected payroll information submitted.
 - Prepared the following documents for the audit: city facilities; payroll records, overtime pay breakdown by department; individual earnings reports per employee; certificates of insurance
 - Prepared recommendation for the City's Personnel Rules and Regulations Manual
 - Reviewed Legal Shield program for employees
 - Coordinated workshops for employees regarding legal and financial management
 - Payroll averaged 284,395,25 for each month during the quarter
 - Met with Government Affairs Committee concerning the Personnel Manual which is 90% complete in terms of the revisions and updates
- Objective Challenges
 - Timely processing of processes during an employee's separation because of the number of documents including COBRA benefits, making sure that the employee is removed from all benefit programs, and the ADP system, which takes approximately 1-2 hours per employee
- Finance
 - The department has spent a total of \$110,212,99 for Worker's Compensation Premium, Office Supplies and employee appreciation
- Goals for the next Quarter:
 - Review of employee's accrual balances for annual
 - Create W2 distribution
 - Ensure accuracy of ADP
 - Prepare budget for FY 2021
- Public Engagement
- Objective Outcomes To- Date:
 - Engaged the public by providing various City services such as beneficial resources from partnered entities, free food, provided engaging and interactive activities and increased awareness to City services. Partnered with various sponsors for Winter Wonderland Event, and Turkey give-a-

ways with Wanda Durant, various volunteers who helped with City sponsored events, and the Thanksgiving Dinners at two local churches.

- Objective Challenges: As the department faces an increase of responsibilities and assignment and a shortage of Full-Time staff, maintaining efficiency and providing timely information has become an issue. It is a challenge and becoming more frequent that the department must rely on volunteer assistance services. As a department, we have strived to aggressively strengthen our relationship with volunteers, but with accountability and compensation not being a factor for the volunteers, the expectations that we'd like to see from our free resources are not efficient enough for what is required from the department.
- Goals for the Next Quarter:
- Increase volunteer, partner and sponsor resources to ensure all services and responsibilities are being met by the department.
- Increase targeted workforce training, promoting more workplace efficiency across all divisions and units
- Continue building on the public trust through community outreach
- Public Safety

Objective Outcomes To-Date:

- Increased overall traffic enforcement, including commercial vehicle enforcement. This has led to reduced commercial vehicle accidents and increased compliance with Maryland commercial vehicle safety laws.
- Use of Star-Chase this quarter has yielded a 100% recovery rate of stolen vehicles. Vehicle pursuits have been under 3 minutes and there has been no damage to citizen property or Seat Pleasant Police vehicles.
- Officers and staff have completed over 5,000 hours of required and elective training (year-to-date) some of which included Command Central – a statistic gathering analytics software that allows the SP Police to track crimes and predict trends more efficiently. Training of the K-9 Unit has resulted in an increase in recovered drugs (CDS and firearms used to commit violent criminal acts. The Seat Pleasant Police K-9 officers have assisted on over 40 searches. Of those searches:
 - ♣ 4% were armed persons
 - ♣ 4% were assaults
 - ♣ 11% were shootings
 - ♣ 4% were commercial burglaries
 - ♣ 43% were drug searches

- ♣ 4% were murders/homicides
- ♣ 4% were robberies
- Building on the public trust: this includes but is not limited to:
 - o SPPD vs. Seat Pleasant Elementary School staff basketball games
 - o Police Athletic League Mentoring Program and team sports
 - o Daily reading assignments with students at Seat Pleasant Elementary
 - o Holiday food basket giveaways to families in need
 - o Trunk or Treat
- Objective Challenges
 - Staffing short falls
 - Constituent apathy
 - First quarter financial constraints
- Public Works

Reporting Period Objectives:

 - Create a Smart City; with the technology used, the Public Works department can collect data to identify further problems.
 - Objective Outcomes to-Date:
 - Working progressively to provide routine services that beautifies and enhances the appearance of the City. This includes maintenance of vacant properties, including single-family homes and vacant lots,
 - Assisting with set-up, break-down, and cleaning for various city events, including Thanksgiving dinners, Winter Wonderland, Turkey Give-a-way, and providing housekeeping for the trailers at the temporary site.
 - The use of Big Belly trash cans has allowed the department to save time and be cost efficiency by only servicing the trash receptacles when alerted. This results in reduced labor, and products (i.e., trash bags) and wear and tear on City vehicles.
 - Prepping vehicles for winter inclement weather events
 - Two new employees have been added to the staff, Director Joel Montgomery and Foreman Dual Belnavis. Mr. Michael Kelliebrew has been assigned as the safety officer.
 - Objective Challenges:

limited resources in the first part of the quarter caused the department to fall short on numerous assignments. The limited number of operable machinery (i.e. street sweepers, mowers and weed whackers) prevented the staff from using their time effectively, as we were actively working but not able to achieve/tackle as many work orders through-out the day.

- Goals for the Next Quarter:
 - Maintain production and productivity of staff
 - Conduct winter weatherization training machinery and equipment handling
 - Be steady and ready for ALL snow and ice storms; fallen trees
 - continue the upkeep and beautification of the city
 - actively stay on top all GoVQA and MySeatPleasant App work orders.
 - Track and input data associated with cost for each request, as requested by the mayor.
- Councilmember Sistrunk inquired on the collection of the Business Personal Property Taxes. The letter that was sent out in December stating that businesses will be shut down for non-compliance, were any businesses shut down?
- Mrs. Wallace stated that the city issued stop work orders on two businesses.

3.3. City Council Committee Reports

Finance & Budget Committee

- Councilmember Sistrunk stated that the Finance Committee was charged to review Ordinance O-20-03 Amendment of Chapter 6-Checks and who will be authorized to sign the checks for the City of Seat Pleasant. Electronic Signatures for the checks over a certain amount.
- Councilmember Porter stated that you oftentimes need checks and balance with signing of the checks. The day to day operation will require two signatures, but when it is larger sums of money, we are requiring three signatures on checks. They want to know if that is appropriate and if the individuals can sign the checks. The checks will be signed by the Mayor, Chief Financial Officer and the Council President.
- Councilmember Sistrunk stated that the Finance Committee requested three signatures on each check to include the Mayor, Council President and Chief Financial Officer.
- The recommendation of the Chair of the Finance Committee is to meet with the City Clerk to get clarifications on the document.

Government Affairs & Technology Committee

- Councilmember Love stated that the Governmental Affairs Committee met on January 2, 2020 to discuss the personnel rules and regulations manual. They discussed the light duty and the departments that receive the most claims. The HR Director stated that it is the Police and Public Works Department that receives the most claims and they are required to attend training.

- The recommendation is that the changes are made and submitted to the City Council for the February Regular Work Session.
- Councilmember Jones inquired if the injuries were OSHA related?
- Mayor Grant stated that these are not OSHA related injuries, but the concerns of wearing the proper gear. This is to protect the City and the employees.
- Youth Council questions was the number of required meetings. They are agreeing to work on Phase I and the language in the document should be changed for the GPA to 3.0 of the Chairperson.
- They need to investigate the legal process for the Chaperone of the person that is required to be involved.
- The projected date for getting this started will be Spring of 2021.
- Councilmember Maxwell stated that he wanted to give a little more detail from the meeting. It was recommended that the Youth Council Leader be changed to being either a junior or senior. They will need to attend 75% or 8 of 11 meetings. They are only required to attend the public session. They are not required to attend the regular meeting where there is a lot work being done.
- Councilmember McCarthy stated that at the Congressional City Conference there will be plenty of Youth there and they have information on how to form a youth council. She had forwarded the information to Councilmember Maxwell. This is for the Youth to have a voice.
- Councilmember McCarthy stated that she feels that the GPA should be lenient, as they are not required to have a high GPA for sports or dancing on the stage in school.
- Councilmember Porter stated that they do not want an individual to struggle with handling the Youth Council and he feels they should have a high GPA.
- Councilmember Maxwell stated that the GPA of 3.0 is for the leader only, not the other Youth leaders.
- Councilmember Love stated that the committee is researching grant funding and will meet again on January 9, 2020.

4. LEGISLATION

4.1. Ordinance O-20-05 Mayor and City Council Salaries Increase. Ordinance O-20-05 was introduced by the City Council and read by the City Clerk on Monday, January 6, 2020. It was motioned by Councilmember McCarthy and seconded by Councilmember Sistrunk for Ordinance O-20-05 to go into the Budget and Finance Committee. The motion carried and was unanimously approved by the City Council.

4.2. Ordinance O-20-06 Amendment of Fiscal Year 2019-2020 Budget for Grant Revenue for the Police and Economic Development Department.

Ordinance O-20-06 was introduced by the City Council and read by the City Clerk on Monday, January 6, 2020.

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Review Draft of Strategic Plan for FY2020-2024

- Mayor Grant stated that the City Council, and the Executive Team met in July to start the planning of the strategic plan. Unfortunately, it was not complete.
- Mayor Grant stated that the Executive Team and Administrative Assistant met on December 16th and 17th to finalize the implementation plan, which is before the Council. We did not make very many changes from the July meeting to the Strategic Plan document itself.
- The City Council agreed to have the Strategic Plan placed on the Public Session Agenda for approval.

6.2. Council Calendar for remainder of FY2019-2020 for Review

- Ms. Lanham stated that the calendar was included with highlighted section for the City Council to see the schedule for the FY2021 budget review.

7 ANNOUNCEMENTS

7.1. Maryland 441st General Assembly Convenes, Wednesday, January 8, 2020, Annapolis, MD.

Councilmember McCarthy stated that the session calendar was sent today, and the session begins at noon

7.2. 3rd Annual Vision Board Party, Saturday, January 11, 2020, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD 20743 from 12:00p.m.-3:00p.m.

7.3. Public Session, Monday, January 13, 2020, Seat Pleasant City Hall-Council Chambers, 311 68th Pl., Seat Pleasant, MD 20743 at 7:00p.m.

7.4. Ward II Quarterly Meeting, Monday, January 27, 2020, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD 20743 from 6:00p.m.-8:00p.m.

Councilmember Love has three guests coming to discuss the census, taxes and snow.

7.5. Regular Work Session, Monday, February 3, 2020, Seat Pleasant City Hall-Council Chambers, 311 68th Pl., Seat Pleasant, MD 20743 at 6:00p.m.

7.6. Ward V Monthly Meeting, Monday, February 10, 2020, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD from 9:30a.m.-11:30a.m.

7.7. Public Session, Monday, February 10, 2020, Seat Pleasant City Hall-Council Chambers, 311 68th Pl., Seat Pleasant, MD 20743 at 7:00p.m.

7.8. Regular Work Session, Monday, March 2, 2020, Seat Pleasant City Hall-Council Chambers, 311 68th Pl., Seat Pleasant, MD 20743 at 6:00p.m.

7.9. Public Session, Monday, March 9, 2020, Seat Pleasant City Hall-Council Chambers, 311 68th Pl., Seat Pleasant, MD 20743 at 7:00p.m.

7.10. National League of Cities-Congressional Cities Conference, Washington, DC from Tuesday, March 10, 2020-Saturday, March 14, 2020

8. ADJOURN

Action: 8.1 Adjourn-Request Motion to go into Closed Session under Statutory Authority 3-305(b) (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

It was motioned by Councilmember Maxwell and seconded by Councilmember Jones to go into Closed Session. The motion carried and was unanimously approved by the City Council.

The meeting was adjourned at 8:31p.m.

Submitted by,


Dashaun N. Lanham, CMC
City Clerk